



# Opportunity Scholars

## Outreach and Fundraising Developer

Opportunity Scholars (OS) works with high school students as they pursue career and technical programs, and community college and university pathways. OS assists families as they consider employment and training/education needs for their children. OS provides financial support to students during high school for dual enrollment, career and technical classes, and financing for students who choose to pursue post-secondary education in a local community college or university.

### **Primary Duties:**

1. Strengthen current and build new relationships with donors and community partners
2. Research and solicit major gift donors and private family foundations
3. Implement fundraising projects / strategies and execute cultivation and stewardship events/programs
4. Develop and execute giving programs to include direct solicitations, prospect research, proposal development, special events, donor appeals, capital & endowment campaigns, annual giving and planned giving efforts.
5. Coordinate with board members, OS leaders and current OS donors to identify major gift prospects
6. Lead outreach and recruitment program activities with program team
7. Maintain records and direct new recruitment strategy action plan as outlined
8. Prepare reports and analysis of best practices with connecting with new students
9. Assist with outreach activities with other OS staff
10. Other duties as assigned.

### **Experience:**

Meaningful prior experience in Development, Sales or a related field. Experience in charitable fundraising with a record of accomplishment in major gifts and record keeping is desired.

### **Qualifications:**

Self-starter and self-directed individual is essential in this role. Strong initiative, organizational skills are required. Must be proficient in MS Word, Excel and Google. Experience using Canva is a plus. Strong interpersonal, public speaking and writing skills required.

### **Compensation:**

Part-Time position. 20-24 hours per week as mutually agreed. Hourly pay based upon experience. A monthly benefit allowance will be paid to offset travel and benefits.

### **Location of Work:**

Our office is located in Winchester. Most of the duties will take place in the Shenandoah Valley and Northern Virginia. Reliable transportation is required.

### **How to Apply:**

Submit a resume to [Kari@OpportunityScholars.org](mailto:Kari@OpportunityScholars.org).